

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Facilities Coordinator

BAND	GRADE	
NE	621	
DEPARTMENT: Public Works	ACCOUNTABLE TO: Deputy Public Works Director	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbent is responsible for planning, coordinating and overseeing the City's facility development and maintenance functions. Duties include: working with architects and engineers on project design, managing facility construction projects, coordinating facilities maintenance activities with other City departments and outside agencies, scheduling projects and ensuring resources are available and functioning as the Energy Efficiency Manager.		
DISTINGUISHING CHARACTERISTICS: This is a stand alone classification and is distinguished from other classes by its responsibility for facility development and maintenance activities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Acts as a lead to facilities maintenance staff which includes training, assigning and monitoring work.	Daily	
2.	Coordinates facilities maintenance activities by scheduling and assigning janitorial, buildings and grounds services; and, maintains computerized maintenance reports and records.	Daily	
3.	Coordinates facility developments by working with engineers and architects on project design; scheduling projects and ensuring appropriate resources are available; and, monitoring project progress.	Daily	
4.	Serves as a project manager for capital projects, including building and infrastructure improvements.	Daily	
5.	Acts as the Energy Efficiency Manager for the City.	Monthly	

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6.	Performs remodeling and construction activities on City buildings and projects; moves and assembles office furniture and equipment.	Annually	
7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Local, state and federal construction codes as they apply to facilities maintenance and construction improvement;
- Construction, plumbing, electrical and mechanical principles;
- Project organization, administration and management practices;
- Basic engineering principles;
- Energy efficiency principles.

Skills (position requirements at entry):

Skill in:

- Operating tools and equipment for construction use;
- Reading blueprints and specifications;
- Organizing and managing projects;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) and a minimum of five years of experience performing journey level construction activities/functions; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

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